

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-123 **Issue Date:** 09-05-12 **Closing Date:** 09-12-12

Bookkeeper I
Enrollment
Department of Administration
Hourly Wage: DOQ/Full-Time/Regular

Performs general bookkeeping and accounting duties associated with operations and maintenance of the Enrollment Office. General knowledge of the JD Edwards accounting system. Required to learn daily operation of the Enrollment Program and have ability to maintain and establish effective working relationships with the public, co-workers, tribal and federal officials, other agencies and organizations. Ability to communicate effectively both in oral and written format. Know secretarial and general office principles, practices and techniques.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping principles, theories, concepts and terminology.
- Knowledge of or ability to learn JD Edwards accounting system.
- Some knowledge of the basic methods, principles and techniques of governmental accounting.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements.
- Ability to understand and execute oral and written instructions and to apply available guidelines to varied situation.
- Ability to meet and deal with the public in a pleasant and courteous manner and at times in stress situations.
- Ability to acquire Notary Public certificate.

General Recruiting Indicators:

- One year of progressively responsible clerical accounts maintenance, bookkeeping, or closely related work experience **OR**
- Successful completion of course work or training in Bookkeeping, accounting, or a closely related subject associated with the functions of the position.

Necessary Special Requirements:

- Must pass a pre-employment drug and alcohol test.
- Pass a criminal background check (if applicable).